

Office Work Instruction (OWI)

HOWI5135-S009A

05/10/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
NASA Management Office (Code SJ)

**Subject: Competing, Awarding, and Administering Prime
Contract for JPL Operations**

DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	This is the initial "baseline" version of the OWI.
Revision	A	05/10/1999	This revision incorporates modifications responsive to NCRs #291, #293, #301, #302, #308, #311, #315, and #317 from the NASA HQ ISO-9001 Pre-Assessment audit.

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1. PURPOSE The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) competes, awards, and administers the prime contract for operation of the Jet Propulsion Laboratory (JPL).

2. SCOPE AND APPLICABILITY

2.1 This OWI for competing, awarding, and administering the prime contract for operation of the Jet Propulsion Laboratory is the primary responsibility of the NASA Management Office (NMO) for JPL, Contracts Management Section. Historically, the contract is awarded for a five-year period of performance.

2.2 This OWI describes the process from the NASA Administrator's granting written authorization for continued use of an FFRDC to satisfy NASA's space science programmatic requirements through completion of the five-year performance term. It encompasses negotiation, award, and administration of the contract and describes the sequence of events that must occur to ensure timely placement of a contract to support critical NASA missions managed by JPL.

2.3 Every five years, as the extant contract for operation of JPL nears the end of its performance period, the NMO initiates the process necessary to award a new contract, thereby ensuring critical NASA programs managed by JPL continue without interruption. The process documented in this OWI identifies the activities required to complete the process of recompeting the prime JPL contract.

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3. DEFINITIONS

- 3.1 Code H. The NASA Headquarters Office of Procurement.
- 3.2 Commerce Business Daily (CBD). A listing of United States Government notices of proposed procurement actions and government awards, published each business day.
- 3.3 Federally Funded Research and Development Center (FFRDC). A designation permitted where critical Government research and development needs cannot be met as effectively through existing Government resources or normal contractor relationships, necessary to facilitate accomplishment of NASA mission-essential functions.
- 3.4 Jet Propulsion Laboratory (JPL). NASA's only FFRDC. It conducts solar-system exploration.
- 3.5 Justification for Other than Full and Open Competition (JOFOC). A written document serving to justify award of a contract on a non-competitive basis.
- 3.6 NASA Management Office (NMO). The local NASA contracting authority for matters pertaining to operation of the Jet Propulsion Laboratory.
- 3.7 Request for Proposal (RFP). The release of a proposed procurement action to sources believed to possess the capacity, competence, and experience necessary to support the proposed requirement.
- 3.8 Task Order. A contractual document issued by the NMO Contracting Officer providing specific authorization or direction for the contractor to perform work within the scope of the contract.

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4. REFERENCES

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|------|--------------------------|--|
| 4.1 | ANSI/ISO/ASQC Q9001-1994 | American National Standard, Quality Systems -- Model for Quality Assurance in Design, Development, Production, Installation, and Servicing |
| 4.2 | FAR 6.302-3 | Federal Acquisition Regulation clause for justification permitting other than full and open competition |
| 4.3 | FAR 6.303 | Federal Acquisition Regulation clause for justification permitting other than full and open competition |
| 4.4 | FAR 35.017-4 | Federal Acquisition Regulation clause for comprehensive review of the use and need of an FFRDC |
| 4.5 | HCP1280-2 | Corrective and Preventive Action |
| 4.6 | HCP1280-3 | Internal Quality Audits |
| 4.7 | HCP1400-1 | Document and Data Control |
| 4.8 | HCP3410-4 | Employee Training |
| 4.9 | HQPC1150.1 | NASA Headquarters Quality Council Policy Charter |
| 4.10 | HQSM1200-1 | NASA Headquarters Quality System Manual |
| 4.11 | NHB 1101.3 | NASA Organization Handbook |

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4.12	NPD 1000.1	NASA Strategic Plan
4.13	NPD 8730.3	NASA Quality Management System Policy (ISO 9000)
4.14	NPG 1000.2	NASA Strategic Management Handbook
4.15	NPG 1441.1	NASA Records Retention Schedules (NRRS)
4.16		NASA Prime Contract NAS7-1407

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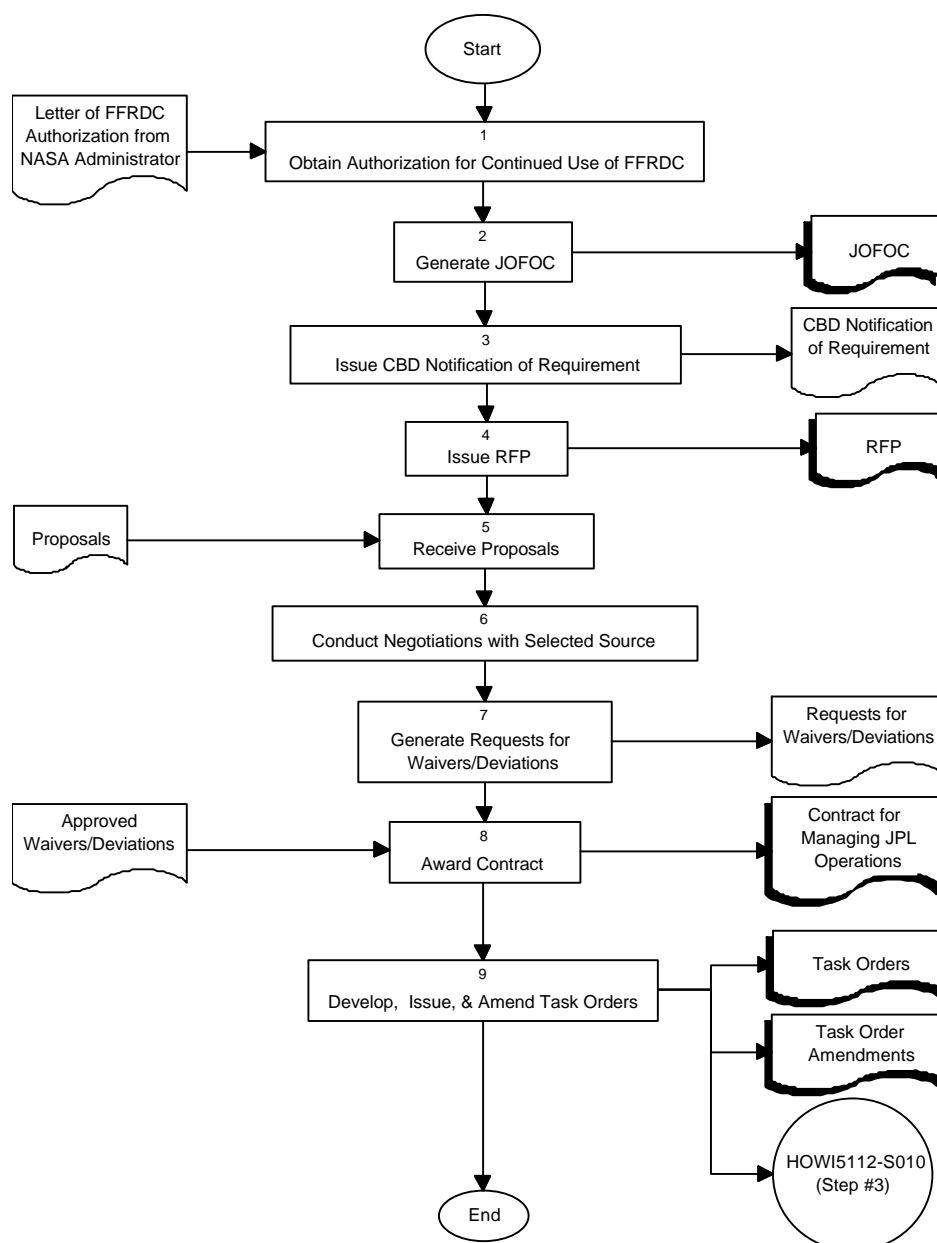
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5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



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6. PROCEDURE

[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1	NMO Procurement Officer	Approximately 18 months prior to expiration of the existing JPL operations contract, the NMO Procurement Officer validates the requirement for a successor contract and prepares appropriate documentation supporting the decision in accordance with FAR clause 35.017-4. This documentation is subject to approval by the Associate Administrator of the NASA Headquarters Office of Procurement (Code H). The NASA Administrator then issues a written authorization providing for continued use of an FFRDC to satisfy NASA's space science programmatic requirements.
2	NMO Procurement Officer OSS AA	The NMO Procurement Officer prepares and recommends approval of a Justification for Other than Full and Open Competition (JOFOC) in accordance with FAR clauses 6.302-3 and 6.303 and forwards it for approval by the OSS Associate Administrator (AA).
3	NMO Procurement Officer	Following JOFOC approval, the NMO Procurement Officer authorizes issuance of a notification to appear in the Commerce Business Daily (CBD) of NASA's intent to award a contract for the operation of the Jet Propulsion Laboratory.
4	NMO Procurement Officer	The NMO Procurement Officer authorizes issuance of a Request for Proposal (RFP) to potential interested parties. Once the RFP is released, interested parties have a specified period of time to review the document, clarify its content, and (if interested) submit a proposal responsive

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to the criteria contained in the RFP. In this way, NASA ensures its programs managed by JPL may proceed without interruption.

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|--|-------------------------------|---|
| 5 | NMO
Procurement
Officer | The NMO Procurement Officer receives proposals submitted by offerers and reviews the proposals for conformity with the requirements identified in the RFP. |
| 6 | NMO
Procurement
Officer | The NMO Procurement Officer coordinates evaluation of the submitted proposals, selects the winning proposal (if multiple proposals are submitted), and develops a negotiation position. Negotiations with the selected source commence and continue until final agreement is reached on all terms and conditions of the new contract. |
| 7 | NMO
Procurement
Officer | The NMO Procurement Officer generates requests for waivers/deviations from NASA regulations and/or the Federal Acquisition Regulation (FAR) provisions and submits them to the NASA Headquarters Office of Procurement (Code H) for approval. |
| 8 | NMO
Procurement
Officer | The NMO Procurement Officer obtains Code H's approval of any waiver or deviation requests from NASA regulations and/or FAR provisions occasioned by the terms of the negotiated agreement. The NMO then awards the new contract for managing JPL operations. The contract is a bi-lateral instrument, requiring the signatures of both the NMO Procurement Officer and a representative of the recipient. |
| Approximately eighteen months prior to contract expiration, the sequence of events in Step #1 through Step #8 is repeated. | | |
| 9 | NMO
Functional | Task orders are developed, issued, and amended by NMO Functional Specialists in accordance with requirements |

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Specialists stated in the prime contract. These task orders provide specific authorization or direction for the contractor to perform work within the scope of the contract. The NMO Functional Specialists evaluate contractor compliance with these contractual requirements throughout the task order period of performance. *[The results of these evaluations are input into Step #3 of HOWI5112-S010.]*

7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
JOFOC	NMO Procurement Officer	NMO Central File System (Contract Negotiations)	Hardcopy	Schedule 5, Item 1A	Destroy 6 years and 3 months after final payment.
Request for Proposal (RFP)	NMO Procurement Officer	NMO Central File System (Contract Negotiations)	Hardcopy	Schedule 5, Item 1A	Destroy 6 years and 3 months after final payment.
Contract for managing JPL operations	NMO Procurement Officer	NMO Central File System (Contract Negotiations)	Hardcopy	Schedule 5, Item 1A	Destroy 6 years and 3 months after final payment.
Task Orders	NMO Functional Specialists	NMO Functional Specialists' Offices	Hardcopy	Schedule 5, Item 1A	Destroy 6 years and 3 months after final payment.
Task Order Amendments	NMO Functional Specialists	NMO Functional Specialists' Offices	Hardcopy	Schedule 5, Item 1A	Destroy 6 years and 3 months after final payment.

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]

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